

Checklist for Financing Real Estate



Booklet and forms in Word format are available at website: www.wa.gov/tre/local.htm

- 1) Notify County Treasurer, if applicable..... ☐
- 2) Submit **Notice of Intent** with **Real Estate Worksheet** ☐
- 3) Receive acknowledgment of Notice of Intent..... ☐
- 4) Complete **Credit Form** ☐
- 5) Receive credit approval ☐
- 6) Provide the following signed documents prior to the cut-off date:
 - Reimbursement Resolution** ☐
 - Authorizing Resolution** or, for cities, **Ordinance** – Real Prop. ☐
 - Certificate of Authorizing Resolution or Ordinance** ☐
 - Certificate Designating Authorized Agency Representatives** ☐
 - Local Agency Financing Contract** - Real Property ☐
 - Site Lease** – Real Property ☐
 - Opinion of Local Agency Counsel** – Real Property ☐
 - Tax Certificate** ☐
 - Evidence of Incumbency** ☐
- 7) Provide the following items: ☐
 - Evidence of property insurance (fire insurance in amount of financing or guaranteed replacement and proof of \$1million in liability coverage)..... ☐
 - Copy of current title insurance policy ☐
 - Copy of current loan documents, if a refinance ☐
 - Proof of items paid for (i.e. cancelled warrants), if a reimbursement ☐

Remember: All completed documentation must be provided to the Office of the State Treasurer by the cutoff date to be included in the next financing.

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